

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

Local Government Waste Tire Public Education and Amnesty Grant Program

APPENDICES

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April 2002

Waste Tires and Playground Grants Hotline Number

(916) 341-6441

Appendix A Purchasing Policies

SAMPLE #1

Jurisdiction Purchasing Policy

Purpose

The jurisdiction provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

Definitions

Recycled Material - Waste material and by-products that have been recovered or diverted from the solid waste stream and that can be utilized in place of raw or virgin material in the production of a product. Recycled materials may consist of material derived from post-consumer waste, manufacturing waste, industrial scrap, agricultural waste and other items, all of which can be used in the manufacture of new products.

Post-Consumer Recycled Materials - A finished material or product that has served its intended use and would normally be disposed of as solid waste. Examples of post-consumer recovered materials include, but are not limited to old newspaper, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete and tires.

Practicable - Sufficient in performance and available at a reasonable price within a reasonable time period.

Pre-Consumer - Materials or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to; obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting, and other converting operations.

General Policies

- A. All jurisdiction departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All jurisdiction departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. The jurisdiction shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The jurisdiction shall promote the use of recycled products publicizing its procurement policy whenever practicable.

Responsibilities of (title of person assigned to coordinate the policy)

The (title) shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all jurisdiction departments whenever practicable and will develop the mechanism

for maintenance, additions and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications on the new product along with a list of suggested uses. The (title) will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled-product availability, recycled content, and competition. To the extent such information is known; city/county staff shall identify to the (title), products available with recycled content and vendors from whom such products are available. The (title) will also be responsible for information and dissemination of that information to all departments and for annual policy review.

Responsibilities of All Other Jurisdiction Departments

- A. Each department shall purchase recycled products whenever practicable.
- B. Evaluate recycled products on the established list.

SAMPLE #2

WASTE REDUCTION AND RECYCLING

The jurisdiction will act to make resource conservation an integral part of the physical operation of the waste reduction and recycling programs. The practice of discarding materials used in jurisdictional facilities is wasteful of natural resources, energy, and money. It is also a function of the jurisdiction to set an example of stewardship of our natural resources.

It will be the policy of the jurisdiction to implement the following actions:

1. The jurisdiction will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
2. The jurisdiction will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products wherever possible.
3. The jurisdiction will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for the recovering of waste and recycling are developed within the jurisdiction, they will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The jurisdiction will purchase, where financially viable, recycled products. The jurisdiction will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
5. Representatives of the jurisdiction will actively advocate where appropriate for resource conservation practices to be adopted at the local, regional, and state levels.

Appendix B

Sample Budget Itemization

Task #1	Category	Expenditure Details	Grant	Match	Total
Tire	Operations Supervisor	\$34.50/hr. X 48 hrs. Supervising		\$1,656	\$1,656
Amnesty	County Staff	\$17.58/hr. X 48 hrs. Event management		\$844	\$844
Day	County Staff	\$15.04/hr. X 48 hrs. Event management		\$722	\$722
Events	Waste Tire Hauling	\$45/ton X 318 tons	\$14,310		\$14,310
	SUB-TOTAL		\$14,310	\$3,222	\$17,532
Task #2	Category	Expenditure Details	Grant	Match	
Publicity	County Coordination Staff	\$17.58/hr. X 120 hrs. Brochure development		\$2,110	\$2,110
and	County Coordination Staff	\$17.58/hr. X 80 hrs. Poster development		\$1,406	\$1,406
Education	County Coordination Staff	\$17.58/hr. X 64 hrs. Publications distribution		\$1,125	\$1,125
	Brochure printing	\$ 0.718 X 2000 brochures	\$1,436		\$1,436
	Advertisement	\$2.97 X 200 posters	\$594		\$594
	Newspaper Ad Cost	\$408/ad. X 8 ads.	\$3,264		\$3,264
	Radio Advertisement	\$9/ad. X 44 ads.	\$396		\$396
	SUB-TOTAL		\$5,690	\$4,641	\$10,331
Task #3	Category	Expenditure Details	Grant	Match	
Program	Operations Supervisor	\$34.50/hr. X16 hrs. Program Monitoring		\$552	\$552
Monitoring	County Coordination Staff	\$17.58/hr. X 64 hrs. Program administration		\$1,125	\$1,125
and	County Staff	\$15.04/hr. X 30.6 hrs. Program administration		\$460	\$460
Evaluation	SUB-TOTAL		\$0	\$2,137	\$2,137
TOTAL GRANT FUNDS			\$20,000		
TOTAL MATCH FUNDS				\$10,000	
TOTAL PROJECT FUNDS					\$30,000

Appendix C

Grant Application Checklist

This checklist has been provided for your benefit in completing the Local Government Waste Tire Public Education and Amnesty Grant application. You do not need to include the checklist with your application. See scoring criteria in Appendix E.

Step 1 – Project and Applicant Eligibility

- ☐ Verify that your jurisdiction is eligible for this grant.
- ☐ Can your jurisdiction satisfy the following requirements: 50 percent match; guarantee to lawfully remove the collected waste and used tires; and apply for both the educational and the Amnesty Day event components?

Step 2 – Question-and-Answer Period

- ☐ Did you review the application? Do you have any program-specific questions before completing the application?
- ☐ Questions must be submitted in writing prior to June 14, 2002.

Step 3 – Application

Cover Sheet

Most of the information required is self-explanatory (name, address, etc.); however, key areas that have been incomplete in the past are:

- ☐ Authorized Signature
- ☐ Project Summary
- ☐ Correct Matching Grant Amount
- ☐ Legislative District Numbers
- ☐ Federal ID Number
- ☐ If you hired a consultant to complete the application, provide the name of the person who completed this application – include company name and phone number.
- ☐ Environmental Justice - Did you check the box and initial certification?

Criterion #1 – Project Need

- ☐ Your organization may receive up to 20 points for this section. This section carries the most weight of all the criteria.

Criterion #2 – Project Objectives

- ☐ Your organization may receive up to 10 points for this section.
- ☐ **Work Statement** - Include a task number for each item and the requested information (on the spreadsheet) for each task. Each of these tasks should be itemized in your budget.

Criterion #3 – Project Methodology

- ☐ Your organization may receive up to 5 points for this section.

Criterion #4 – Project Evaluation

- ☐ Your organization may receive up to 5 points for this section.
- ☐ List the person(s) and phone number(s) responsible for the project evaluation.

Criterion #5 – Budget Itemization

- ☐ Your organization may receive up to 5 points for this section. Provide a thorough itemization of funds, including volunteer time, donated materials and supplies, and contingency costs.
- ☐ Is your budget realistic for the project proposed?
- ☐ Did you provide quotes and/or cost estimates?
- ☐ Are all budget itemization totals accurate?
- ☐ Is your project conducted in the most cost-effective manner?
- ☐ Do your budget items match the items in your Work Statement?
- ☐ Is the match fund equal to 50 percent of the grant funds or more?

Criterion #6 – Completeness, Letters of Support, Experience, etc.

- ☐ Your organization may receive up to 5 points for this section. Please read the questions carefully and provide the requested information.
- ☐ Are at least three (3) letters of support included in the application packet?
- ☐ Are resumes, endorsements, and references for the project manager included in the application packet?
- ☐ Did you include and describe any CIWMB grants that were received in the last three fiscal years?

Criterion #7 – Recycled-Content Purchasing Policy or Directive

- ☐ Your organization may receive up to 15 points for this section.
- ☐ Remember, the jurisdiction may establish a policy or directive prior to the application deadline.

Criterion #8 – Recycling and Sustainable Practices Program

- ☐ Your organization may receive up to 5 points for this section.

Criterion #9 – Tire Disposition

- ☐ If collected tires are reused and/or recycled, your organization may receive up to 15 points for this section.
- ☐ If applicable, did you provide justification for land filling tires if there are no uses for tires other than disposal, within a reasonable distance?
- ☐ Did you review the provided calculation?

Criterion #10 – Cost Per Tire

- ☐ Your organization may receive up to 5 points for this section.
- ☐ Did you **only** include costs of collection, hauling, disposal fees, and/or tipping fees in your calculations?
- ☐ When calculating the cost per tire, did you provide the appropriate calculations?

Criterion #11 – Special Production Cost

- ☐ Your organization may receive up to 5 points for this section.

Criterion #12 – Environmental Justice

- ☐ Your organization may receive up to 5 points for this section.
- ☐ Did you provide the mandatory justification?

Resolution/JPA

- ☐ Did you include the approved resolution in your application packet?
- ☐ If not, did you submit the resolution form with a date indicating when your governing body will meet?
- ☐ If applying as a JPA, did you include your JPA form?

Copies

- ☐ Are the original and all four (4) copies in a font of no less than 10 points, printed on recycled-content paper, double sided, and fastened in the upper left-hand corner? **DO NOT** bind the application.
- ☐ Is the original marked or stamped “original?”
- ☐ Are the copies marked or stamped “copy?”
- ☐ A copier can sometimes skip pages. Check that each copy contains all the pages.

Signature

- ☐ Is there an authorized signature on the cover sheet of the original and copies?
- ☐ Does the signature belong to the person whose title is authorized in the resolution to sign grants, contracts, and requests for payment?

Appendix D Definitions

The following definitions apply to the Local Government Waste Tire Public Education & Amnesty Grant Program

Amnesty Day Event – a special event held by a jurisdiction to collect used and waste tires from local residents, but not from businesses.

Applicant – the jurisdiction submitting an application and requesting funds.

Authorized Signature – the signature of the person authorized by title by the applicant's governing body to execute in the name of the jurisdiction all necessary applications, contracts, agreements, amendments, and payment requests for the purpose of securing grant funds and to implement and carry out the purposes specified in the grant application.

Board - refers to the six member governing body of the CIWMB.

Budget Itemization – a detailed list of all eligible costs relating to the project.

Cash Match – a.k.a “hard match” refers to funds from another source that is budgeted for the project.

CIWMB - refers to the California Integrated Waste Management Board, staff, programs, projects, etc.

Competitive Grant – an award of money for which applicants compete.

Contingency – an unforeseen event. Contingent expenses are those used for unexpected conditions.

Cooperating Agencies – external organizations outside the applicant's agency that will work with the applicant to complete a project. For example: Rotary, Kiwanis, and neighborhood associations.

Criterion – a rule or principle for evaluating; a standard of judgment or criticism. There are 12 criteria that are used in scoring.

Cost Savings – sum of money reserved as a result of the economical use of funds.

Endorsement – written approval or sanction.

Environmental Concerns – impacts from the environment that might have negative effects on public health, safety, and the environment.

Environment Justice - "The fair treatment of people of all races, cultures, and income with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies" {Government Code § 6540.12(c)}.

Estimate - a written statement of the approximate charge for the work to be done, submitted by a person, or company ready to undertake the work.

Evaluation – to determine the significance or quality of; to assess methods used to measure the success of the project.

Goal – an object or end one tries to attain.

Grantee – the term used to refer to the jurisdiction after it has a signed grant agreement with the CIWMB.

Grant Agreement – legal, binding document that includes a cover sheet, terms and conditions, procedures and requirements, work statement, budget, attachments, and is signed by both the grantee (with designated signature authority) and the CIWMB Executive Director or his designated signator.

Grant Award – amount of money awarded by the Board to complete the proposed project.

Grant Request – the amount of grant money requested by the applicant.

Health and Safety Threats – hazards that could be unsafe or cause injury, illness, or death to residents.

In-Kind Match – a.k.a. “soft match” is the project’s contribution of non-cash outlay of materials or resources to support a percentage of the CIWMB grant award activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value.

Indian Tribe - "Indian Tribe" means and Indian tribe, band, nation, or other organized group or community, residing within the borders of California, which; 1) is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians; or 2) which can establish that it is a governmental entity and which meets the criteria of the grant program.

JPA (Joint Powers Authority) – an agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project.

Jurisdiction - for the purposes of this application, jurisdiction means California cities, counties, special districts or political subdivisions thereof, and Federally recognized California Indian tribes.

Matching Funds – means money that is provided by the public entity and does not consist of funds previously received from state or federal agencies or public entity funds previously used to match federal or state funds.

Materials/supplies – the items or apparatus needed to make or complete a project.

Manifest Form– means the form developed by the CIWMB that tracks waste tires from the point of origin to the processing, collection, storage, or disposal facilities.

Methodology – a set or system of methods or tasks to complete a project and support the project goals and objectives.

MOU (Memorandum of Understanding) – a formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project.

Notice to Proceed – the formal letter from the CIWMB notifying the grantee to start its grant project.

Need – a lack of something wanted or deemed necessary.

Objective – a measurable target that must be met on the way to attaining a goal.

Other Costs – costs not included in the listed categories of the budget and not listed as ineligible costs.

Post-Consumer Material - As defined in the Public Contract Code (PCC) 12200 (b) "...a finished material that would have been disposed of as a solid waste, having completed its life cycle as a consumer item." It does not include manufacturing wastes. Post consumer material is generally a product that was bought by the consumer, used, and then recycled into another product.

Program-Specific Questions – questions that specifically address issues pertaining or relating to the Local Government Waste Tire Public Education and Amnesty Day grant application.

Primary Contact – the main person with whom the CIWMB grant manager will communicate regarding questions, requests, and clarifications.

Personnel Services – may include salaries, wages, and benefits for personnel who are employed by the applicant and who will work directly on the project.

Project Cost – all allowable costs, incurred by the recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.

Quote – to provide in writing, the current or market price of a service, supply, materials, or piece of equipment.

Reasonable Costs – costs that are moderate in price; and reflect the costs of the geographical location.

Recipient – the jurisdiction receiving a grant award from CIWMB to complete a project.

Recycle – to treat or process used or waste material so as to make it suitable for re-use or a new use.

Recycled-Content Material (Recycled Product) - as defined in PCC, Section 12200.(a).(1). all materials, goods, and supplies, no less than fifty (50) percent of the total weight of which consists of secondary and post-consumer material with not less than ten (10) percent of its total weight consisting of post-consumer material. A recycled product shall include any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

Recycled-Content Purchasing Directive – an administrative order, policy, or memo instructing the purchase of recycled-content products.

Recycled-Content Purchasing Policy – a policy of a jurisdiction specifically to purchase recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable.

Recycling Program – a plan of action to accomplish recycling and/or to create awareness of the importance of recycling.

Reference – a formal statement regarding a person's or organization's character or experience.

Resolution – a formal authorization of opinion, support or intention made, usually after voting by a formal organization.

Resume – a brief written account of personal, educational, and professional qualifications and experience.

Secondary Contact – the alternate person (if the primary contact is not available) with whom the CIWMB grant manager will communicate regarding questions, requests, and clarifications.

Secondary Material - As defined in PCC 12200 (c) "...fragments of unfinished products or finished products of a manufacturing process that has converted a resource into a commodity of real economic value, and includes post-consumer material, but does not include excess virgin resources of the manufacturing process." The material (product) did not get to the consumer before being recycled.

Tasks – the specific activities conducted to complete a project.

Time Frame - a period of time during which something has taken or will take place; the project beginning and ending date required to complete the project or task.

Total Grant Request – the amount of the grant funds requested.

Underserved area – low-income and minority populations that have disproportionately high adverse human health and environmental effects.

Unmet Need – a lack of service, equipment, funding, or facility to fulfill the project.

Used Tire means a tire that meets all of the following requirements:

1. The tire is no longer mounted on vehicle but is still suitable for use as a vehicle tire.
2. The tire meets the application requirements of the Vehicle Code and Title 13 of the California Code of Regulations.
3. The used tire is stored by size in a rack or a stack, but not in a pile, in a manner approved by the local fire marshal and vector control authorities and in accordance with the state minimum standards. The used tire shall be stored in a manner to allow inspection of each individual tire.

Volunteer Labor – work produced by a person or persons willingly and without pay.

Waste Tire – A tire that is no longer mounted on a vehicle and is no longer suitable for use as a vehicle tire due to wear, damage, or deviation from the manufacturer's original specifications. A waste tire includes a repairable tire, scrap tire, and altered waste tire, but does not include a tire derived product, crumb rubber, or a used tire that is organized for inspection and resale by size in a rack or a stack in accordance with subdivision (Public Resources Code Section (PRC). 42950.(k)).

Waste Tire Hauler– means any person engaged in the transportation of ten (10) or more waste tires and who is registered as a waste tire hauler with the CIWMB.

Waste Tire Manifest System– includes the waste tire manifest form developed by the CIWMB and all procedures and regulations applicable to the transportation of waste tires.

Work Statement – the detailed listing of all tasks (and sub-tasks) necessary to complete the proposed project.

Appendix E Scoring Criteria

LOCAL GOVERNMENT PUBLIC EDUCATION AND AMNESTY DAY

GRANT SCORING CRITERIA FOR FISCAL YEAR 2002/2003

Applicants must score 70% (70 points) of 100 points to be considered for funding.

Points	Description
GENERAL CRITERIA	
20	<p>1. NEED – Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project. For example, proposal:</p> <ul style="list-style-type: none"> • Provides convincing reasons why the project should be funded; • Addresses identified gap in service availability; current unmet need; • Describes and documents the problem; • Supports the existence of the problem with surveys, studies; • Adequately describes any health and safety threats or environmental concerns.
10	<p>2. OBJECTIVES – Work Statement and grant proposal are sufficiently detailed to determine that the project:</p> <ul style="list-style-type: none"> • Is based on the identified need described in the proposal; • Describes specific and measurable goals and objectives; • Demonstrates that objectives can be achieved within indicated time frame.
5	<p>3. METHODOLOGY– Grant proposal describes by task the activities to be undertaken to achieve the objectives. For example, proposal:</p> <ul style="list-style-type: none"> • Describes why the proposed activities are the best way to address the identified need; • Describes in detail how the objectives will be met with available time and resources; • Identifies staffing required to carry out the proposed project; • Describes involvement of cooperating organizations; • Presents a specific plan for future funding.
5	<p>4. EVALUATION – Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. For example, proposal:</p> <ul style="list-style-type: none"> • Includes both process and outcome evaluation; • Describes a method for evaluating and modifying methods during project implementation; • States who will be responsible for the evaluation; • Explains any statistical tests or questionnaires to be used; • Describes any evaluation reports to be produced.
5	<p>5. BUDGET – Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes. For example:</p> <ul style="list-style-type: none"> • Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable; • Quotes, estimates, or other documentation to support the costs claimed are provided; • All program tasks described in the Work Statement and narrative are itemized in the budget; • Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.; • Budget items for miscellaneous, contingency or managerial costs are clearly described and kept to a minimum.

5	<p>6. COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. – Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise and experience successfully managing grant programs, to carry out the proposed project. For example, proposal:</p> <ul style="list-style-type: none"> • Includes letters of support for the project; • Addresses ability of the applicant to coordinate contracted activities, if applicable; • Includes resumes, endorsements, references, etc.; • Describes past grants received from CIWMB and relationship to current proposal.
15	<p>7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE Applicants should demonstrate the purchase of recycled-content products, recycled or reused products, such as purchasing re-refined oil, recycled-content paper, rubberized-asphalt, use of compost and mulch, and other “green” products or materials, or engage in other waste reduction activities where appropriate and feasible. In addition to earning points for implementing a recycled-content purchasing policy or directive, applicants may earn points by checking boxes on a list of commonly purchased recycled-content products and materials.</p>
65	<i>TOTAL POSSIBLE GENERAL CRITERIA POINTS</i>
PROGRAM CRITERIA	
5	<p>8. RECYCLING AND SUSTAINABLE PRACTICES PROGRAM – The degree to which a recycling program has been developed and implemented by the local agency to recover materials from the waste stream. The degree to which the program mitigates or avoids adverse environmental effects. [PRC § 42374 (d)]</p>
15	<p>9. TIRE DISPOSITION – The ultimate end point of tires collected: 15 points for reuse or recycling; 7 points for energy recovery; 3 points for use at landfill (ADC, leachate collection, etc.); 2 points if applicant justifies that there are no uses for tires other than disposal within a reasonable distance; 0 points for landfill disposal with no justification.</p>
5	<p>10. COST PER TIRE – The estimated cost per tire in the disposal, recycling, processing, or conversion activities. [PRC § 42874 (b)]</p>
5	<p>11. SPECIAL PRODUCTION COST – Grant Proposal demonstrates costs for the production, including translation and outreach, of multi-lingual materials.</p>
5	<p>12. ENVIRONMENTAL JUSTICE – Grant Proposal demonstrates local government’s plan to include projects in low income and/or underserved communities.</p>
35	<i>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</i>
100	<i>TOTAL POSSIBLE SCORE (Total of General Criteria and Program Criteria Points)</i>